

# CAVELAND EDUCATIONAL SUPPORT CENTER

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## Referral Checklist

**(Note: Unless specified otherwise, school district forms may be used for any required items.)**

1. Teacher and Director of Special Education discuss the need for a Caveland Center referral.
2. Teacher compiles the following information and mails to Caveland Center.

### Initial Evaluation

### Re-evaluation

- \_\_\_\_\_ Caveland Center Referral Form
- \_\_\_\_\_ Caveland Center Family Background Information
- \_\_\_\_\_ Permission for Evaluation
- \_\_\_\_\_ Evaluation Planning Form (if available)
- \_\_\_\_\_ Classroom Observations (2 completed by school staff)
- \_\_\_\_\_ Individual Graduation Plan (if 14 years or older)
- \_\_\_\_\_ Medical Records (if appropriate)
- \_\_\_\_\_ IEP (unless initial referral)
- \_\_\_\_\_ Previous testing (not necessary if previously tested by Caveland Center)

### Consultations,

### Functional Behavior Assessments,

### Assistive Technology Assessments

- \_\_\_\_\_ Caveland Center Referral Form
  - \_\_\_\_\_ Permission for Evaluation
  - \_\_\_\_\_ IEP, if available
  - \_\_\_\_\_ Previous testing (not necessary if previously tested by Caveland Center)
3. When referral is received, Caveland director emails Director of Special Education acknowledging receipt of referral documents and informing Director of Special Education of any incomplete items.
  4. Caveland Director assigns Case Manager and schedules the month for evaluation.
  5. Prior to testing, the case manager calls the school and parent to inform them that testing is about to begin.
  6. Upon completion of the report, two copies are mailed to the Director of Special Education who distributes them to the school and parent.
  7. In the case of a consultation, a follow-up plan is developed if needed. A final report discontinuing service is sent to the school after completion of the follow-up plan.

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Signature, Director of Special Education

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Date